



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: October 14, 2015

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 15, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, October 28, 2015**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

ET V

Services & Development Section Chief
Region 5/District 9/Operations
Highways
Carbondale

Attachments
40595

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, October 28, 2015**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Engineering Technician V	Salary Range:	\$5,015 - \$9,155
Position Title:	Services & Development Section Chief	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW015-23-59-505-00-01	IPR#:	40595

Office/Central Bureau/District/Work Address:

Highways/Region 5/District 9/Operations/Services & Development Section/2801 W Murphysboro Rd, Carbondale, IL

Description Of Duties:

This position is accountable for supervising the daily administrative functions of the Bureau of Operations; preparing and monitoring the annual operations budget; coordinating communication systems; and conducting research, development and training to improve the efficiency of the District's highway operations activities.

Special Qualifications:

The following criteria is required:

- Valid driver's license
- Occasional districtwide travel; overtime during nights and weekends

The following criteria is desired:

- Knowledge and skill equivalent to the completion of three years of college in pre-engineering or civil engineering technology, or a four-year degree in a scientific program other than engineering. Additional specialized training will be considered.
- Twelve years of engineering technician experience under the direction of a professional engineer or equivalent with a minimum of three years supervisory experience
- Ability to plan, organize and execute administrative or technical program requirements
- Ability to plan and direct efforts of work for efficient accomplishments of program objectives
- Ability to maintain harmonious relationships with employees, agency officials and the general public
- Previous experience with the preparation and monitoring of annual budgets
- Strong oral and written communication skills
- Strong computer software skills

Shift/Remarks:

Typically 8:00 am – 4:30 pm / Monday – Friday

***This position is covered under the Revolving Door Prohibition (RDP) Policy.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	July, 2014	POSITION:	<i>Services and Development Section Chief</i>
APPROVED BY:	<u>Keith Miley</u>	OFFICE/DIVISION:	<i>Highways/Bureau of Operations</i>
CODE:	PW015 23-59-505-00-01	REPORTS TO:	<i>District Operations Engineer</i>

Position Purpose

This position is accountable for supervising the daily administrative functions of the District Bureau of Operations; preparing and monitoring the annual operations budget; coordinating communication systems; and conducting research, development and training to improve the efficiency of the District's highway operations activities.

Dimensions

Budget	\$12 to \$13 million annually
Equipment Inventory	\$10 to \$12 million
Subordinate Staff	2 reporting directly; 3 indirectly
Communication System	2 Base Stations; 3 Microwave Tower Sites; 11 Low-Band Base/Tower Sites; 321 Mobile Units; \$450,000 Value

Nature and Scope

This position reports directly to the District Operations Engineer as do the Bridge Engineer, Maintenance Field Engineers, Traffic Operations Engineer, Design and Planning Engineer, and a Secretary. Reporting directly to this position are an Equipment Engineer and an Office Technician.

This position provides the technical and managerial expertise required to direct the administrative functions of the District Bureau of Operations. Operating within a Bureau of increasing demands coupled with limited funds, the incumbent is challenged to identify, locate and/or develop resources, and recommend techniques and procedures to increase the efficiency and effectiveness of operations activities. Sound engineering and administrative judgment, judicious planning, and effective supervision are necessary to accomplish these goals.

Examples of typical problems confronting the incumbent include developing recommendations for efficient use of District operations resources; preparing the annual District operations budget; monitoring bureau expenditures; overseeing the District's communication system; developing new maintenance procedures and techniques; initiating, presenting and evaluating training programs for operations personnel; updating and refining data and source documents for MMIS (Maintenance Management Information System); allocating resources to field units; evaluating newly developed equipment; analyzing MMIS reports to identify areas of potential improvement; and conducting cost benefit analysis of operations activities.

The incumbent personally performs such functions as coordinating office activities, preparing the annual budget; monitoring bureau expenditures; reviewing and recommending changes in operations policies to ensure uniformity, compliance, and flexibility; implementing, presenting, and evaluating training programs; evaluating field crew efficiency and effectiveness; recommending equipment usage and allocation; supervising the annual operations inventory; serving as duty officer during emergencies and snow and ice control operations; and resolving public complaints.

The incumbent accomplishes objectives through the following staff:

Operations Equipment Technician: Accountable for the purchase, assignment, and maintenance of equipment and vehicles.

Office Technician: Accountable for maintaining the District MMIS and communication systems and for performing the daily administrative budgetary functions such as allocations and expenditures.

This position operates under all State of Illinois and Illinois Department of Transportation policies and procedures. The incumbent has authority to recommend the purchase of supplies, services, and equipment; and, the expenditure of funds for capital improvement projects.

The incumbent's contacts within the Department are with all Bureau of Operations personnel and with other District personnel as required to perform the duties of the position. Outside contacts are primarily with the general public, other state agencies, and equipment manufacturers and material suppliers to determine availability and specifications of necessary maintenance items. Position requires a valid driver's license with occasional travel within the district and occasional overtime during nights and weekends.

The effectiveness of the position may be measured by the timely submission of accurate and relevant budgetary recommendations, the development and maintenance of adequate and useful operations management information systems and training programs, and the development and improvement of existing and proposed highway operations programs.

Principal Accountabilities

1. Supervise office operation activities.
2. Prepare, monitor and adjust the Bureau of Operations budget.
3. Conduct research, develop new procedures, evaluate, and recommend changes to improve the efficiency and cost-effectiveness of all operations activities.
4. Develop, evaluate and coordinate all operations training programs.
5. Conduct experimental maintenance projects.
6. Oversee the District's communication system.
7. Performs duties in compliance with Departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.